

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Development Worker	JEID	J0049
Salary Grade:	H SCP 14 – 17 £24,491 - £27,041 pro rata		
Team:	Adult & Community Learning		
Service Area:	Education and Learning		
Primary Location:	Leamington Spa, Rugby or Nuneaton		
Political Restriction	This position is not politically restricted.		
Responsible to:	ACL Programme Manager		
Responsible for:			

#### Role Purpose

To publicise and promote ACL's learning opportunities to organisations and individuals, primarily focusing on the use of social media and digital marketing.

To work with colleagues and statutory, voluntary and community organisations to identify opportunities for development of ACL's programmes.

To provide information, advice and guidance to learners on learning opportunities and progression.

#### Role Responsibilities

To work with local people and community groups to assist them to identify learning needs.

To liaise with managers to ensure that programmes are designed to meet identified needs.

To support tutors in the delivery of programmes of learning.

To carry out risk assessments associated with the delivery of learning programmes.

To ensure that prospective and current learners receive impartial information, advice and guidance to identify learning needs, learning opportunities and progression routes.

To promote and market programmes and develop local strategies to widen participation.

To work with other staff and local agencies to maximise the opportunities for adult learning in the neighbourhood and avoid duplication.

To contribute to the monitoring and evaluation of programmes and gather data required for the quality improvement processes.

To assist in developing and implementing methods of tracking learners and their achievements.

To attend local, area and county meetings as and when required.  
 To undertake relevant personal and professional development and training.  
 To promote equality of opportunity in all aspects of the work.  
 To undertake such other duties of a comparable nature that may be required of the post holder.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Essential Criteria	Assessed By:
GCSE passes in English and maths at grade A to C or equivalent	AD
Previous experience of working with individuals or groups in the community to promote learning	AI
Experience of community development, adult education and / or adult and community learning	AI
An understanding of the issues that may restrict people from participating in adult learning	AIP
ICT skills, including the ability to produce promotional materials	AIP
Marketing and promotional experience from a related work area	AI
An understanding of social media, and how it may be used to promote learning	AI
Sound organisational skills including the coordination of small-scale events	AI
Networking and partnership-building skills	AIP
Ability to work alone and out in the community	AI
Good record keeping skills	AI
Good written and verbal communication skills	AI
Ability to produce written reports, newsletters and promotional materials	AI
Ability to travel independently across the county	A
Ability to work effectively with a diverse range of people, including those from disadvantaged, marginalised or vulnerable groups	AI
An understanding of and commitment to best practice in the safeguarding of adults	AI
An understanding of and commitment to ensuring equality of opportunity in all aspects of the role	AI
A willingness and interest to undertake further training	AI
Ability to travel across the county, and to work evenings and weekends as required	AI

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" type="checkbox"/> Evening work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public

Other (please specify):

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